

Fire Risk Prevention Policy

Introduction

Heritage School adheres to the following procedures in compliance with the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work Act 1974, the Management of Health and Safety At Work Regulations 1999 and with reference to the HM Government guide to 'Making your premises safe from fire'.

While the School Trustees have overall responsibility for Health and Safety including Fire Safety at Heritage, they have appointed the Headmaster to have primary responsibility for ensuring health and safety within the school. Without detracting from the primary responsibility of the Headmaster for ensuring safety; health and safety matters will be administered by the Compliance Officer who works on behalf of the Trustees by providing and interpreting policy and in assisting Heads of Department and other Senior Leaders with the implementation of policy. The Compliance Officer will make use of competent external technical advice on fire safety matters where this is appropriate. The designated Health and Safety Trustee (Mr Tom Amies) has particular responsibility for health and safety and an annual health and safety review is carried out, with the Compliance Officer, each autumn.

Further details of the responsibilities of staff and external consultants along with other measures taken by the school to comply with legislative requirements can be found in this document.

Emergency Action Plan

The Emergency Action Plan detailing how to leave the building in the case of an emergency will be reviewed annually when the Fire Risk Assessment is undertaken. Any amendments that are made will be communicated to staff in training sessions (on INSET days), and practised during evacuation drills. A copy of the Emergency Action Plan will be available on the notice board in the staff room, and in each individual room in the building.

Where a pupil or member of staff has a disability, we make sure all reasonable adjustments are made to the facility or to our procedures to enable safe evacuation in keeping with our Disability Policy.

Registration and Signing in and out

All staff must sign in and out on arrival and departure at school. Staff will have a designated sign in and out point - either at reception in no. 17, or at the back door of no. 18. Staff must always sign in and out whenever they enter or leave the building (regular off-site timetabled activities are exempt). Not signing in or out is a disciplinary offence.

Pupil registration takes place in form groups at the start of the school day, and following lunchtime.

Pupils arriving late at school, or leaving during the school day must sign in and out at the office.

Groups leaving the main school building to go to Panton Hall must sign out of the school building and collect the relevant class registration sheet and key from the Office. On return to the main school building the staff member must sign in and return the registration sheet and key to the office.

All visitors/contractors must be signed in at the School Office where they are asked to read an information card which includes information on Fire Safety.

On Discovering a Fire:

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- Call the Fire Brigade 999 if able to do so
- Close windows and doors if it is safe to do so

- Inform a Fire Warden of the location of the fire, its nature (if known), and if anyone is trapped or unable to evacuate where it is safe to do so
- Leave the building by the nearest fire exit
- Do not re-enter the building unless you are a designated Fire Warden carrying out a sweep of the school.
- Report to the assembly point
- Only attempt to tackle small fires if confident to do so - DO NOT PUT YOURSELF OR OTHERS AT RISK

Evacuation procedures

When the fire alarm sounds the building must be evacuated immediately. At Brookside the Assembly Point is the playground behind the school.

All staff have the following responsibilities to ensure that:

- windows and doors are shut
- quick visual check of the floor you are on, that no-one is left behind
- leave by the nearest fire exit (instructions provided in each room of the building). A staff member must hold the fire door open
- manage the order of exit if a fire warden is not immediately present (those nearest the fire should be evacuated first)
- Teachers - a register will be given to you when you are assembled in the playground, raise your hand when all pupils are accounted for.
- All other staff should assemble on either the right hand side of the playground (if they sign in at No.17) or left hand side of the playground (if they sign in at No. 18).

Management of Evacuation - Brookside

Additional specific roles and responsibilities to manage the evacuation procedure are as follows, although if any staff member is absent the Office Manager will nominate an alternative member of staff on the day to do the roll call:

Role	Person	If absent	Responsible for:
Evacuation Controller	Headmaster	Deputy Head or Bursar	Supervision of evacuation. Ensures the Fire Brigade has been called. In charge of liaison with Emergency Services. Must only allow people to re-enter school once registers are complete and building has been checked.
Register Administration	Receptionist (R) and LP teacher	Office Administrator, Office Manager or Bursar	R takes class registers, staff and pupil signing in books and visitors book outside. LP teacher collects no. 18 staff register and gives it to R outside. R gives registers to Heads of School, and Staff roll call person.

Pupil roll call	Head of Infants Head of Juniors Head of Seniors	Other teachers as necessary	Allocate registers to each year group. Report results of roll call to Evacuation Controller. All staff members must be alert and stand in for colleagues (e.g. class registration) where they are occupied with a different role
Staff roll call (Senior School)	Office Administrator	Office Manager, Bursar or other staff member	Take roll call of staff. Report results of roll call to Evacuation Controller.
Staff roll call (Lower School)	Lisa Irwin	Helen Cage or another staff member	Take roll call of staff. Report results of roll call to Evacuation Controller.
Fire Wardens	Jon Wayman and Pete Atkinson	Jonathan Burden During after school clubs (outside of normal school hours), SLT member on duty will also act as Fire Warden.	Check fire alarm panel for messages Provide clear instructions and manage order of evacuation Investigate the location reported (take another person with you for safety): - During a fire drill, reset the call point and cancel the alarm - If a fire is found, or a cause of smoke take appropriate action - if possible carry out a sweep of the relevant section of the building Report to evacuation controller Liaise with fire brigade if required

Panton Hall

Whenever Panton Hall is being used the staff member in charge of the activity (eg.class teacher during a lesson) is responsible for ensuring that all children and other occupants are safely out of the building.

Procedures for a class group using Panton Hall:

- Staff member in charge goes to the School office to sign out and to pick up the Panton Hall key and laminated registration sheet from the Receptionist.
- carefully supervise the class on the walk over to Panton Hall.

- on arrival and departure, follow the easy instructions (unlocking and registration) on the sheet, and tick when you've completed each one.
- carefully supervise the class on the walk back to Brookside.
- sign in at reception and return the Panton Hall key and laminated registration sheet to the Receptionist.

The Panton Hall Registration sheet looks like this:

Panton Hall Use:						
On ARRIVAL:					Complete (please tick):	
Unlock and unbolt all doors (side, main and back door)						
Take register of pupils						
On DEPARTURE:					Complete (please tick):	
Check nothing is within 1 ft of wall heaters. Move items as necessary						
Lock and bolt all doors (side, main and back door)						
Take register of pupils						
Y11 Register:						
	Forename	Surname	Absent = X	Notes		
1	Jane	Adams				
2	Douglas	Brown				
3	Verity	Chalmers				

Procedures during school assemblies or other larger group activities at Panton Hall:

- no register is taken for assemblies
- on arrival, remember to unlock and unbolt all doors (side, main and back door)
- on departure, remember to relock and bolt all doors (side, main and back door).

Fire alarm at Panton Hall

Should the fire alarm go off at Panton Hall, all occupants must immediately leave by the nearest fire exit to the front of the building and congregate at the Assembly Point by the gates (unless it is unsafe to do so, in which case they should return to Brookside to the Assembly Point there). The rear fire exit should only be used when all exits to the front are blocked by fire as the rear gate is locked.

A staff member should supervise the pupils at the Assembly Point. If a register has been brought over (eg. by a class group) a register should be taken. The staff member should phone the School Office to tell them that the Fire Alarm has gone off at Panton Hall and that the building has been evacuated and request additional support as needed e.g. to ensure compliance with statutory ratios.

Another staff member must carry out a sweep of Panton Hall, checking that all occupants have left. They must remember to check:

- the toilets (outside)
- the kitchen
- the uniform store
- the second hand uniform area (basement).

Having carried out a sweep of the building, If there is any sign of fire, the instructions within “On Discovering a Fire” above, should be carried out, AND, the building occupants should return to Brookside where full roll call will be carried out. A staff member should remain OUTSIDE at the front of Panton Hall, providing it is safe to do so, to meet the Fire Service.

Annual Fire Risk Assessment

A professional Fire Risk Assessor will undertake an annual Fire Risk Assessment of the main School site at Brookside and at Panton Hall. Deficiencies will be identified and any required remedial action will be carried out. Actions arising from the Fire Risk Assessment will be discussed at the termly Health & Safety Meetings where appropriate, and at the quarterly Trustees Meetings. A copy of the Risk Assessment will be available on a notice board in the staff room.

Staff Training

All staff must be aware of the Fire Risk Prevention Policy and the Evacuation Plan.

The fire procedure and arrangements for fire safety form part of each new member of staff's induction.

Staff will be trained annually during an INSET day, usually by the Headmaster. This will cover action to be taken on discovering a fire, how to raise the alarm, action to be taken upon hearing the alarm, procedures for alerting guests and members of the public, arrangements for calling the fire brigade, evacuation procedures, location, type and use of fire fighting equipment, fire escape routes, and general fire precautions and good housekeeping.

An unannounced fire drill takes place in both Brookside and Panton Hall at least once every term.

Fire Protection Measures

To minimise the likelihood of fire occurring and prevent fire spread, a variety of physical fire protection measures are in place:

Fire Alarm System

Both Brookside and Panton Hall are covered by a fully monitored L4 fire alarm system. Category L4 fire alarm systems feature manual call points (MCPs) placed throughout the building, along with automatic fire detection (AFD) along escape routes, including stairwells. The Fire Services will be called out automatically if the fire alarm goes off at either Brookside or Panton Hall. Cromwell Fire are responsible for remote monitoring and for the bi-annual servicing of the system. The Site Manager carries out a weekly test of the fire alarm system by activating a different alarm call point each time in rotation. The results of alarm testing and servicing are recorded.

Emergency Lighting

Emergency lighting has been installed to illuminate escape routes that will function if the normal lighting falls.

Fire Extinguishers

Fire Extinguishers are located throughout the School to assist with escape from buildings where exit routes may become blocked by fire. However, the overriding priority in a fire is to evacuate the building rather than extinguish the fire. Whether a fire is extinguished or not the alarm system should still be activated by operating one of the break alarm activation points, evacuating the building and closing doors in the vicinity of the fire.

Fire Exits

Corridors, final exit doorways and fire escapes should always be kept clear of obstructions.

Fire Doors

An audit of all the school's doors was carried out by an external fire consultant in April 2021. The audit ranked all doors from those urgently in need of work, through to those which were fully compliant. An Action Plan of remedial/upgrade work has been put in place, in consultation with the fire consultant each year, with a regular programme of work being carried out.

Automatic door closers are fitted to many of the fire doors within the school and are triggered wirelessly, causing the doors to close when the fire alarm goes off. Fire doors should not be propped open for ease of access by any other means.

Routine Inspections, Maintenance and Fire Drills

Frequency	Details	Person responsible
Daily	Fire alarm panel - visual check to ensure the system is active	Receptionist, Office Manager when Receptionist is absent
Weekly	Fire Alarm test - call points checked in rotation.	Site Manager
	Doors on escape routes swing freely and close fully	Site Manager
	Escape routes clear from obstruction and combustible materials	Site Manager
	Fire signs and notices are legible.	Site Manager
	Check all emergency lighting systems to ensure they are fully functioning	Site Manager
Monthly	Fire extinguishers - visual check that all is in order	Site Manager
	Emergency Lighting - 10 minutes mains failure test of each luminaire. Automated test - any failure will be shown in the LED on the side of the luminaire and picked up by Site Manager on weekly check of emergency lights.	Site Manager
Termly	Fire Drill at each school site	Headmaster
Six-monthly	Fire Alarm System: A competent person should test and maintain the fire detection and warning system.	Approved contractor
Annually	Risk Assessment: Carried out by an external consultant	Approved contractor
	Emergency Lighting: automated annual test - any failure will be shown in the LED on the side of the luminaire and picked up by Site Manager on weekly check of emergency lights.	Site Manager
	Fire Extinguishers: tested and maintained by a competent person.	Approved contractor
	Fire Doors: Check that all fire doors are in good working order and closing correctly and that the frames and seals are intact.	Approved contractor - as part of Annual Fire RA

Fire precautions

Prevention of Arson

The school takes all reasonable precautions to minimise the likelihood of arson. This includes the following:

- Supervision of pupils.
- Security lighting on rear entrances
- Effective security on all doors and gates.
- The upholstery of furniture is in a good condition.
- Internal waste bins are emptied regularly.
- External bins are kept beyond the playground wall and in a safe position.
- The site is secure, with high walls and fencing.
- The school operates a strictly no-smoking policy.

Gas and electrical safety

- Portable appliance tests will be conducted every 2 years.
- A 5-yearly electrical test will be conducted in accordance with IEE Regulations.
- All items of electrical equipment are fitted with fuses of the current rating.
- The photocopiers are on timer.
- Lengths of flexible cable are kept to a minimum.
- All cables are run only where damage is unlikely and not under floor coverings or through doorways.
- If wound cables are used they are suitably unravelled.
- The boiler will be serviced annually by an external contractor.
- All gas equipment is subjected to an annual inspection by Gas Safe registered engineers.
- There is an easy accessible and well signed means of isolating (shutting off) incoming gas

Hazardous substances

All flammable substances such as science chemicals, fuel and maintenance products are stored securely, where necessary in a fire proof, ventilated cabinet.

All chemicals used in the Science Lab are stored securely in the Science Prep Room which is kept locked at all times unless in use by the Science Staff.

With regards to hazardous substances, the Science department must try to eliminate, substitute or reduce the chemicals that they hold, wherever possible.

Hazardous Information (COSHH) information is held on file for all hazardous substances kept in school.

Authorised by	Jason Fletcher
Date	May 2026
Review date	May 2027
Circulation	Staff and parents via website